

**Sample LOGREQ to Request Port Services  
(from Ship to FISC San Diego)**

The following is a SAMPLE LOGREQ, intended to illustrate the appropriate format ONLY. See specific port web pages for detailed information on supplies and services available in each port, including pricing applicable to each port. Directions or guidance is provided in italics and parentheses, and should NOT be copied into your LOGREQ message.

**R000000Z MONTH YR**  
**FM USS ANYSHIP**  
**TO FISC SAN DIEGO//2404//**  
**INFO COMNAVBASE SAN DIEGO CA//N3//**  
*(as identified by ship)*  
**BT**  
**UNCLAS**  
**MSCID/GENADMIN/ANYSHIP//**  
**SUBJ/LOGREQ FOR SAN FRANCISCO CA//**  
**REF/A/DOC/CNO/011187//**  
**NARR/REF A IS NWP 10-1-10//**  
**RMKS/AW REF A THE FOLLOWING IS PROVIDED:**  
**ALPHA: ETA SEA BUOY 000000 MONTH YR**

**BRAVO: (1) LOA**

**LW**

**BM**

**DFT**

**HGT**

**(2) REQ BERTH ASSIGNMENT AT \_\_\_\_\_** *(identify berthing requirements or preferences, if applicable)*

**CHARLIE:** *(Identify personnel disembarking - BE SURE TO SPECIFY if you require agent's assistance in arranging transportation to/from airport, overnight lodging, etc. and provide details such as flight info and arrival times. Additional information such as SSN, age, etc. may be required for disembarking in Mexican ports.)*

**DELTA:** *(Instructions/requirements for fleet freight, mail and stores.)*

**ECHO: ECHO:** *(Voyage repairs/ship's maintenance - not usually required for port visits to foreign ports or CONUS non-Navy ports.)*

**FOXTROT: REQ \_\_\_\_\_ GALS DFM DELIVERED FOXTROT: REQ \_\_\_\_\_ GALS DFM DELIVERED** *(specify time, date, "immediately upon arrival," etc.)*

**GOLF:** *(ammunition/armament stores - not usually applicable to port visits to foreign or CONUS non-Navy ports.)*

**HOTEL: HOTEL:** *(Other stores required - provision requirements can be included in LOGREQ, but are more often sent via SEPCOR. Pls contact FISC San Diego Port Services Team for additional information/assistance.)*

**INDIA: NM:**

**LNM:**

**BNM:**

**NAVAREA:**

**HYDROPAC: INDIA: NM:**

**LNM:**

**BNM:**

**NAVAREA:**

**HYDROPAC:**

**JULIETT:** (Official calls - pls identify if CO available for official calls. Calls are usually mandatory in Mexican ports, but not in California. If not mandatory, pls advise if you wish Agent to arrange calls on local officials (Mayor, City Council, local Law Enforcement officials, Navy League members, etc.)

**KILO: KILO: (1) TRASH SERVICE** (*identify how many bins, or how many collections per day are required/desired, AND be sure to indicate if arriving from outside the state of California since special dumpsters/treatment is necessary.*)

**(2) REQ ONE CELL PHONE, FOUR LAND LINES, TWO PAGERS, SIX PORTABLE RADIOS, ETC.**

**(3) REQ ONE CO SEDAN** (*for **California ports only**, indicate if you wish refueling of rental vehicles to be included in your delivery order*)

**(4) REQ TWO 15 PAX VANS** (*indicate if refueling required/desired*)

**(5) REQ CHT REMOVAL** (*be sure to include estimated quantity since pricing is determined by volume*)

**(6)** (*list all other logistics/supply requirements*)

**LIMA: ETD 000000T MONTH YR**

**MIKE: REQ CONSTANT PRESSURE POTABLE WATER HOOK-UP, APPROX \_\_\_\_\_ GALS PER DAY. POTABLE RISER LOCATED STBD SIDE O2 LEVEL AFT, WITH 1.5-INCH CONNECTION.** (*Tailor to identify your ship's specific requirements AND be sure to include estimated quantity since price is based on volume.*)

**NOVEMBER:** (*Identify currency requirements - however, pls note that currency exchange NOT required in Mexico [local businesses accept US dollars and ATM machines dispense pesos and are widely available]. Also, pertaining to sub-paragraph (3), note that form of payment is specified in the contract and that payment is NOT made by ship prior to departure - invoices are submitted to FISC San Diego Contracting Officer, who obtains verification from ship and processes through designated payment office.*)

**OSCAR:** (*If applicable, identify number of medical officers on board.*)

**PAPA: REQUEST FREE PRATIQUE.**

**QUEBEC:** (*Request for customs clearance - usually not applicable.*)

**ROMEO:** (*Anticipated flight schedules - use only if applicable.*)

**SIERRA:** (*Lighter requirement for aircraft to be transferred ashore - not usually applicable for port visits to foreign or CONUS non-Navy ports*)

**TANGO:** (*Replacement aircraft required - not usually applicable for port visits to foreign or CONUS non-Navy ports*)

**UNIFORM:** (*Ship's complement/crew*)

**VICTOR:** (*Radio frequencies on which ship will be transmitting while in port.*)

**WHISKEY: NEXT PORT \_\_\_\_\_** (*identify port*)

**X-RAY:** (*Measurement tons of cargo - rarely applicable for port visits to foreign or CONUS non-Navy ports.*)

**YANKEE:** *(Names of important passengers)*

**ZULU:** *(List any unique requirements or requirements not covered by any of the preceding items. BE SURE TO INCLUDE in this section the appropriate accounting data for all services/supplies requested, OR indicate that appropriations/accounting data will be provided under separate correspondence; AND provide name, telephone number, e-mail address, SALTS address, etc. for the designated POC.)*